



HARRY GWALA DISTRICT MUNICIPALITY

SOCIAL SERVICES AND DEVELOPMENT PLANNING DEPARTMENT

COORDINATOR (YOUTH DEVELOPMENT)

CONTRACT OF 5 YEARS

- Salary Grade: R452 210.85 p.a. (T11) (all inclusive)
- Ref No: SS A 5/5/4/2/1

Job requirements: • A Grade 12/Matric • A National Diploma, three (3) years' (NQF Level 6) in Youth Development/Social Studies/Public Administration or relevant qualification • Must not be older than 35 years of age • Minimum of two (2) years' experience in youth development programmes • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Establish the youth desk and involve all role players and stakeholders to have a centralized point for youth development initiatives • Attend and coordinate meetings and activities of the Harry Gwala District Municipality Youth Structure to ensure upliftment and continuity/participation of youth • Coordinate a Youth Summit, and facilitate capacity building workshops for NGO's, CBO and forums, and facilitate youth forum meetings with Councillors from each ward • Coordinate and draw up a youth newsletter to give feedback on youth activities, and conduct talk shows that will encourage youth to participate in community services • Implement integrated youth policy by involving youth organizations to ensure smooth running of programmes • Coordinate National and Provincial conference and workshops on Youth Development Programmes • Work with other staff, volunteers, parents, and community partners to ensure program effectiveness and alignment with organizational goals • Oversee the day-to-day operations of youth programs, monitoring progress, and evaluating the effectiveness of activities • Identify and securing resources needed to support youth programs, including funding, materials, and staff.

BUDGET AND TREASURY OFFICE

SENIOR CLERK (ASSETS)

- Salary Grade: R170 772.37 - R221 688.60 (T6) (Plus applicable benefits) • Ref No: BT A 5/5/4/2/1

Job requirements: • A Grade 12/Matric • A National Diploma (NQF Level 6) in Financial Management/Accounting/or relevant qualification • 1 - 2 years' experience in the asset management section • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Facilitate all administrative processes relating to the disposal of assets and movement from one building/workstation/office to the other • Update of the assets register by inserting additions in consultation with the superior • Code of movable assets and conducting monthly inventory checks, amending the relevant list schedules as well as the facilitation of the relevant removal authorisation • Placement of the inventory in every office or workstation and updating of schedules reflecting the inventory checks • Verify asset details of information on approved documentation, updating changes on system records and schedules and forwarding for processing • Undertake movable and immovable asset verification.

Enquiries should be directed to: Human Resources Unit, on tel: (039) 834 8756/5504/8752/. No faxed applications will be accepted.

Applications must be submitted with a signed Application Form which can be found on our website: www.harrygwalamunicipality.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity document and driver's licence must be addressed to: **The Municipal Manager for attention: Mrs T.T. Thiyane-Magaqa, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, Ixopo, 3276, or can be hand delivered/courier to 40 Main Street, Ixopo, 3276, or e-mailed to: recruitment@harrygwalamunicipality.gov.za to reach us no later than 15h00, 29 August 2025.**

NB: When applications are being submitted via e-mail address provided, applicants are requested to insert the post title on the subject line.

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: Proof of canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.

NB: applications that are submitted without Harry Gwala District Municipality application form **WILL NOT** be considered.

MR G.M. SINEKE: MUNICIPAL MANAGER